

Natick Green Condominium Trust

Window and Patio/Balcony Door Changes Procedure

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Revision History:

<u>Version</u>	<u>Authors</u>	<u>Effective Date</u>
1	Rob Reisch/Mike McClay/Jennifer Saponaro	(draft created)
2	Board of Trustees	6/15/10
3	Board of Trustees	2/7/13
4	Board of Trustees	4/16/13

Exceptions to this procedure must be approved, in writing, by a majority of the Trustees. This procedure is effective as of the above date and replaces and supersedes all prior revisions of the above captioned procedure.

Natick Green Condominium Trust

Window and Patio/Balcony Door Changes Procedure

Table of Contents

1. PURPOSE.....	4
2. SCOPE.....	4
3. PROCEDURE.....	4
3.1. Notify Natick Green office of your intent to change windows or patio/balcony doors	4
3.2. Examples of Potential changes to windows and doors	4
3.3. Approved material description for windows and patio/balcony doors	5
3.3.1. Material description for all else	5
3.4. Approved Installation procedures for window and patio/balcony doors	5
3.5. Obtain a Building Permit from the Town of Natick	6
3.6. Certificate of Insurance	6

Natick Green Condominium Trust

Window and Patio/Balcony Door Changes Procedure

1. Purpose:

To define the process and criteria for changing the existing windows and patio/balcony doors within a Natick Green Condominium Unit so they are in compliance with State Building Codes and the attached Architect's Drawings used in the Building Envelope Renovation Project Labeled #21. "Detail-Harvey Rolling Window", #23 "Detail-Existing Vinyl Window" and #25 "Detail-Deck/Ledger". Furthermore, this would limit any possible negative impact on "Master Fire" and like policies insurances purchased by Natick Green Condominium Trust .

2. Scope:

This procedure applies to all window and patio/balcony door replacements within a Unit. This includes, but not limited to, bedroom windows, patio and balcony sliding doors, handicap accessible doors, kitchen windows and foyer windows. All costs of window and patio/balcony door modifications shall be borne by the Unit Owner including any damages to Common Area elements or other Units. Violations of this procedure's requirements may subject the Unit Owner to applicable fines.

3. Procedure:

3.1. Notify Natick Green office of your intent to change any windows or patio/balcony doors

Proposed "*New Construction" window and patio/balcony door changes shall be documented and submitted to the Natick Green Management office.

*Note – Replacement Style window and patio/balcony door are not permitted

Included in this communiqué must be the following:

- Which window(s) and/or door is to be changed – see section 3.2.
- A description of the material to be used – see section 3.3.
- A building permit must be obtained – see section 3.5
- Contractor Information and Contractor Insurance Certificate – see section 3.6.

3.2. Examples of Potential changes to windows and doors

Describe which windows and doors are to be changed and how they are to be changed:

Examples:

- The bedroom window and frame is to be replaced with a new bedroom window and frame
- The bedroom window glass is to be replaced without removing the frame
- A sliding door and frame is to be replaced with a like sliding door and frame

Natick Green Condominium Trust
Window and Patio/Balcony Door Changes Procedure

3.3. Approved Material description for windows and patio/balcony doors

- Windows and patio/balcony doors must be white in color to match approved sample located at the Natick Green Office.
- Windows and patio/balcony doors must be non-wood, aluminum or vinyl on the exterior. The interior is at the unit owner's discretion.
- Bedroom windows must be sliding or rolling windows (slides from left to right or right to left) identical to current style.
- Window and patio/balcony door style must remain the same, with the exception of the handicap accessible door, which may be converted to a sliding style door typical of those already on the property. No window or door may contain grid patterns. No window may use a crank to open.
- It is recommended all windows/doors be Energy Star rated for maximum energy efficiency.

3.3.1. Material description for all else

- A brief description of the material (samples can be submitted)

3.4. Approved Installation procedures for windows and patio/balcony doors

The authority for inspections of common area structural compliance and cosmetic compliance is retained by Natick Green through the Director of Maintenance.

The Installer will communicate with the Natick Green office

- 1). Upon their arrival on the property;
- 2). When the window and/or patio/balcony door is removed exposing common area and;
- 3). Upon completion of the job.

The Installer will ensure the following:

- Windows and patio/balcony doors must fit within the existing opening and must contain a drip/sill pan, flashing, and water & ice (rubber membrane) to prevent leaks to common area and units below.
- Installer must use a tool called a "Break" to properly flash windows and doors.
- Installer must remove several deck boards closest to the threshold of the patio/balcony door to properly flash it.
- Installer is to remove and professionally dispose of the old windows and doors and related debris. It is not acceptable to place these items in Natick Green's trash compactor.
- Any damaged Texture-111 underneath the vinyl siding **MUST** be replaced with plywood. When damaged Texture-111 is found, communicate to the Natick Green office.

Natick Green Condominium Trust

Window and Patio/Balcony Door Changes Procedure

3.5. Obtain a Building Permit from the Town of Natick Green

- Contact the Town of Natick at 508-647-6450 if you are replacing the window and/or patio/balcony door and frame.
- Follow their directions and make sure you bring your description of window changes along with your list of materials.
- When the installation is complete, present a copy of the Building Permit with its inspection signoffs to the Natick Green office.

3.6 Certificate of Insurance

If a contractor is to perform the work, make sure his Certificate of Insurance is forwarded to the Natick Green office, naming Natick Green Condominium Trust as an additional insured prior to the commencement of any work. Said certificate shall include a minimum of \$1,000,000 Commercial General Liability Insurance and Workers Compensation Insurance